



Human Resources

DATE POSTED: February 25, 2005

REQ. # 05-060

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 02-25-05 TO 03-03-05, but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
NETWORK ADMINISTRATOR

OF OPENINGS
1

STARTING SALARY
\$40,577.06 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 549
PAY GRADE 21
SALARY : \$40,577.06 - \$64,079.18
NETWORK ADMINISTRATOR

MAJOR FUNCTION: Provide operational support and management of LAN servers and workstations. Assists in monitoring of LAN network and demonstrate the appropriate solutions to errors or problems. *Priority one* assignment for county emergencies. This position reports to the Network Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Novell, Windows NT, network communication devices and protocols, and Windows-based products.

Abilities: Qualified to install, configure, and maintain the organization's LAN servers and workstations. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Establishing and controlling system access and security. Monitoring to optimize system performance and initiate recovery action after system failures. Implementation of regular housekeeping procedures including data back-up. Management of the distribution and retention of data on various storage devices. Co-ordination of system updates and replacement. Co-ordination of support staff work and provision of training in system use and access. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: None.

WORK HAZARDS: May be called upon to lift objects greater than 30 pounds. Extensive use of computer monitor or reference materials may effect vision.

SAFETY EQUIPMENT: None.

EDUCATION: AA or AS degree in Computer Science or related field. Certified Novell Administrator certification or equivalent employment experience. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Two years of relevant experience or an equivalent combination of technical training and experience.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required with a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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